



*YOUR VOICE  
REGISTER AND VOTE*

**A HOW TO GUIDE**

*JAY DARDENNE  
SECRETARY OF STATE  
STATE OF LOUISIANA*

Elections Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
1-800-883-2805  
[www.GeauxVote.com](http://www.GeauxVote.com)

Outreach Division  
225-342-4479

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# VOTER REGISTRATION

## ELIGIBILITY TO REGISTER TO VOTE

In order to be eligible to register to vote in Louisiana, you must:

- be a United States citizen;
- reside in the state and parish in which you seek to register;
- be at least 17 years old but must be 18 years old to vote;
- not be under an order of imprisonment for conviction of a felony; and
- not be under a judgment of full interdiction or limited interdiction where your right to vote has been suspended.

## HOW TO REGISTER TO VOTE IN PERSON AT THE REGISTRAR OF VOTERS' OFFICE

- You will be required to bring a current Louisiana driver's license, a Louisiana special identification card, your birth certificate or other documentation which sufficiently establishes your age, identity, and residency. If you do not have a Louisiana driver's license or Louisiana special identification card, you must provide the last four digits of your social security number. Your full social security number may be provided on a voluntary basis. If you do not have a Louisiana driver's license number, Louisiana special identification card, or a social security number, you must attach to your application a copy of a current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.
- In addition to the above, if you have become a United States citizen through naturalization and you have never previously registered in the parish or you are not registered in another parish at the time of application, you must furnish a certificate of naturalization, a certificate of repatriation issued under the laws of the United States, or your current United States passport.

## HOW TO REGISTER TO VOTE BY MAIL

- You can register to vote through the mail. You can obtain a copy of a state mail voter registration application form from your parish registrar of voters' office, some public assistance offices, and other voter registration agencies (e.g. banks and libraries), or on-line at the Secretary of State's website at [www.sos.louisiana.gov/tabid/457/Default.aspx](http://www.sos.louisiana.gov/tabid/457/Default.aspx).
- An organized group conducting a voter registration drive may also provide you with a state mail voter registration application. If you return the completed application to the group, you are depending on them to turn your application in to the correct parish registrar of voters' office and submit the application in time for you to vote in the next election. An organized group conducting a voter registration drive is required to submit applications to the applicable registrar of voters' office within 30 days from the date the completed application is received.
- Your completed application should be mailed to your parish registrar of voters' office.
- Your parish registrar of voters' office can accept voter registration applications by facsimile only from a member of the United States Service or a person residing outside of the United States.
- If data is missing on your state mail voter registration application, the parish registrar of voters' office shall mail out a notification of missing information to you to provide said data. If you do not respond within 10 days from the date the notice was mailed, your state mail voter registration application will be rejected and the parish registrar of voters' office will then notify you by mail of the rejection.
- **You are not registered to vote until your application is received and processed by your parish registrar of voters' office.**
- **If you register to vote by mail, you must vote in person the first time, unless an exception applies to you.**

## HOW TO REGISTER TO VOTE AT VOTER REGISTRATION AGENCIES

- You can obtain a voter registration application from public assistance agencies, armed forces recruitment offices, state-designated agencies (e.g. schools), some federal agencies, and agencies that provide state-funded programs primarily engaged in providing services to individuals with disabilities. You should contact your parish registrar of voters' office for specific locations near you.
- These agencies will give you the voter registration application, help you complete the application, and accept the completed application. These agencies will mail the application to your parish registrar of voters' office.
- **You are not registered to vote until your application is received and processed by your parish registrar of voters' office.**

## HOW TO REGISTER TO VOTE AT THE OFFICE OF MOTOR VEHICLES (OMV) (DRIVER'S LICENSE FACILITY)

- When you go to the OMV to obtain, renew, or change your Louisiana driver's license or Louisiana special identification card, you should be offered the opportunity to register to vote.
- If you are not registered to vote, the OMV will give you a registration application for you to complete. You must return the completed application to the OMV officer who will be responsible for submitting the completed application to your parish registrar of voters' office.
- Any changes to your address or name that are submitted to the OMV on your driver's license or special identification card will serve as a notification of change of address or change of name for voter registration unless you specify that it is not for voter registration purposes.
- If data is missing on your state mail voter registration application, the parish registrar of voters' office shall mail out a notification of missing information to you to provide said data. If you do not respond within 10 days from the date the notice was mailed, you will not be registered and your parish registrar of voters' office will then notify you by mail that you are not registered.
- **You are not registered to vote until your application is received and processed by your parish registrar of voters' office.**

## DEADLINE TO REGISTER TO VOTE

- You must register to vote no later than 30 days prior to an election. If the deadline falls on a legal holiday, the parish registrar of voters shall close the registration books on the first day after such holiday that is not a Saturday, Sunday, or other legal holiday. You should call your parish registrar of voters' office to check on election dates or go to the Secretary of State's website for election dates at [www.sos.louisiana.gov/tabid/152/Default.aspx](http://www.sos.louisiana.gov/tabid/152/Default.aspx).
- **No matter which method you choose, your parish registrar of voters' office will send you a voter registration card by mail which is your verification that your voter registration process is complete. You should contact your parish registrar of voters' office if you do not receive a voter registration card within 30 days of registering.**

## GENERAL VOTER REGISTRATION INFORMATION

- If you reside at more than one place in the state with an intention to reside there indefinitely, you may register and vote only at one of the places at which you reside. However, if you claim a homestead exemption on one of the residences, you must register and vote in the precinct in which that residence is located.
- When registering to vote, you must supply a street or rural route address. A post office box address or mail center box does not qualify as a residence address.
- You must notify your parish registrar of voters' office of any changes to your voter registration (i.e. name or address).
- Once you are registered to vote in a parish, you will remain registered unless you are no longer eligible to remain registered in that parish. If you move outside the parish, you must register in the new parish. The

parish registrar of voters in the new parish will notify your previous registrar of voters to cancel your registration.

- If you are a full-time student from Louisiana and attend an institution of higher learning in this state, you may use either the address of your home residence in the state or your school address (i.e. dormitory room or apartment) for voter registration purposes. You shall not have more than one residence at any time for voter registration purposes. As a student, you do not have to have the intent to reside indefinitely at the place where you are registered. If you are an out of state student, you are allowed to use your school address in Louisiana if you want to be a voter in this state; however, you cannot be registered to vote in the state you came from.
- On your voter registration application, you do not have to show a political party affiliation. If you have no political party affiliation, the word “None” should be circled on your application. You can change your political party affiliation by sending your parish registrar of voters’ office a written notice to change your political party affiliation (including your signature) or by completing another voter registration application. Political party changes received after the close of books (30 days prior to election) for an election will not be in effect until the next election.

## VOTER EDUCATION

### ELIGIBILITY TO VOTE

In order to be eligible to vote in Louisiana, you must:

- be a United States citizen;
- be a registered voter in the state and parish in which you seek to vote;
- be 18 years old;
- not be under an order of imprisonment for conviction of a felony; and
- not be under a judgment of full interdiction or a limited interdiction where your right to vote has been suspended.

### VOTING IN PERSON AT THE POLLS

- On Election Day, the voting hours at the polls are from 6 a.m. to 8 p.m. If you are in line at 8 p.m., you will be allowed to vote.
- Your voter identification card shows your polling place for Election Day voting. If you cannot find your card and are unsure where to go, call your parish registrar of voters’ office, use our online poll locator site at [www.sos.louisiana.gov/tabid/173/Default.aspx](http://www.sos.louisiana.gov/tabid/173/Default.aspx) or call our toll free hotline, (800) 883-2805.
- You will be asked to provide the election poll worker with your current Louisiana driver’s license, a Louisiana special identification card, or other generally recognized picture identification card, such as an employee ID or school ID.
- If you do not have a picture identification card, the election poll worker will ask you identifying questions. You will then be asked to sign a voter identification affidavit in order to be eligible to vote.
- You will not be allowed to vote on Election Day if the precinct register indicates that you voted absentee by mail or during early voting.
- If an election poll worker states that you cannot vote and you believe this is a mistake, ask the election poll worker to call your parish registrar of voters’ office to find out about your voter registration status or call your parish clerk of court’s office about other election procedures.
- To vote, you will be required to follow the directions for the specific type of voting system used at your polling place.
- In order to cast a vote, you must make at least one selection for a candidate or proposition election.
- Review your choices to make sure that you voted for every candidate and/or every proposition for which you intended to vote.
- **State law only allows three minutes to cast your vote or 20 minutes if you need assistance in voting or use the audio voting keypad, so be sure to review your sample ballot which is posted at the precinct prior to going into the voting unit; your sample ballot published in the official journal of your parish; or your sample ballot on the Secretary of State’s website. If you know your ward and precinct, go to the following address at [www.sos.louisiana.gov/tabid/174/Default.aspx](http://www.sos.louisiana.gov/tabid/174/Default.aspx) to obtain a copy of your**

**sample ballot. If you do not know your ward and precinct number, you can go to the following address [www.sos.louisiana.gov/tabid/173/Default.aspx](http://www.sos.louisiana.gov/tabid/173/Default.aspx) to search by entering your address and city. This website will give your polling address and a link to obtain a copy of your sample ballot.**

- If you made a mistake on the ballot, you can change your vote for any candidate or proposition by pressing the button to deselect; however, when you press the “cast your vote” button, **you cannot change your vote.** Therefore, it is important to review your selections before casting your vote.
- If you need assistance, please ask your election poll worker for assistance.
- No electioneering can be conducted within 600 feet of the polling place.

## **EARLY VOTING AT THE REGISTRAR OF VOTERS' OFFICE**

- You may vote early at your parish registrar of voters' office from 14 days to 7 days prior to any scheduled election.
- The hours for early voting at your parish registrar of voters' office are from 8:30 a.m. to 4:30 p.m., Monday through Saturday.
- On the last day of early voting, voting will terminate when all persons who were in line to vote at the close of the regular office hours of the registrar of voters' office have been allowed to vote.
- Your parish registrar of voters may designate additional office space if the registrar of voters' office is insufficient or inconvenient to accommodate early voting.
- You may wish to contact your parish registrar of voters' office for specific dates and times of early voting.

## **VOTING ABSENTEE BY MAIL**

- If you are qualified to vote absentee by mail, you may make an application requesting to vote absentee by mail to your parish registrar of voters' office. You may use the Request for Absentee Ballot by Mail form that may be obtained from your parish registrar of voters' office or on-line from our office at [www.sos.louisiana.gov/tabid/169/Default.aspx](http://www.sos.louisiana.gov/tabid/169/Default.aspx) . Your application must be delivered to your parish registrar of voters' office. Your application must be received at your parish registrar of voters' office not earlier than 60 days or no later than 96 hours before the polls close for the scheduled election, unless you are a member of the United States Service or you reside outside the United States. If you are a member of the United States Service or you reside outside the United States, your application must be received by your parish registrar of voters no later than 4:30 p.m. on the day before the election.
- Military personnel should check with their commanding officers who will provide the forms to request absentee ballots.
- United States citizens residing overseas should send a request in writing to the registrar of voters' office in the parish where they are registered to vote. All instructions on how to fill out the ballots and the requirements for mailing it back will be sent to overseas voters with the absentee ballots at the expense of the registrar of voters' office.
- The deadlines for returning absentee ballots by mail to the parish registrar of voters' office for an election are as follows:

➤ Military personnel	Election Day
➤ For United States citizens residing outside the United States	Election Day
➤ For all others	Day before Election Day
- If you have submitted your application to vote absentee by mail by the deadline and you will not have time to vote timely by mail, you may contact your parish registrar of voters and request to vote by facsimile.
- Military personnel and United States citizens residing overseas will be voting on a special green absentee ballot for general elections.
- If you make a mistake on a paper ballot, you must return it in order to get a new absentee ballot.

## **PROVISIONAL VOTING (FEDERAL ELECTIONS ONLY)**

- Provisional ballots are used only for elections for federal office. If you are voting for President, United States Senator, or United States Representative, you should ask for a provisional ballot if you are told that you cannot vote because:

- your name does not appear on the precinct register and your parish registrar of voters' office has not authorized you to vote; or
- a majority of the election poll workers challenge your right to vote and the challenge is upheld or the registrar of voters' challenges your right to vote.
- If you have a flag "MAIL 1<sup>ST</sup> TIME FEDERAL ELECTION" by your name on the precinct register and you do not have proper identification, you will have to cast a provisional ballot for President, United States Senate, or United States Representative. You will be permitted to vote on the voting system for all other state, local, or municipal offices; political party offices; propositions; questions; and/or constitutional amendments.
- If you make a mistake on a provisional ballot, you must return the provisional ballot to one of the election poll workers and get a new ballot.
- You must turn the provisional ballot in at the polling place on Election Day or to your parish registrar of voters' office when voting early in person.
- **It is recommended that you vote in the precinct and parish where you are registered to vote. For your provisional ballot to be counted, you must be a registered voter in the parish where you vote and eligible to vote in the election for federal office.**
- Your parish board of election supervisors will make the final determination as to whether or not your vote will be counted.
- If you cast a provisional ballot in a recent federal election and want to know if your vote was counted, you should contact the Secretary of State's Office at 1-800-833-2805 no sooner than seven days after the election. You must have your provisional ballot number available when calling to see if your ballot was counted.

## INACTIVE VOTERS

- If your name is on the precinct register on the inactive list of voters and you have not voted absentee by mail or during early voting, you will be required to confirm your address in writing to determine your eligibility to vote.

## ELECTION AND REGISTRATION CALENDAR

- On the Secretary of State's website at [www.sos.louisiana.gov/tabid/152/Default.aspx](http://www.sos.louisiana.gov/tabid/152/Default.aspx), you can find the following information: election dates, types of elections, deadlines for submitting a proposition or calling a special election, qualifying dates, voter registration deadlines, and early voting deadlines.

## SPECIAL HANDICAP PROGRAM

### ASSISTANCE TO INDIVIDUALS WITH DISABILITIES

- There are special provisions for individuals with disabilities. If you are an individual with a disability and would like additional information on voter registration and voter education, contact the Secretary of State's Office at 1-800-883-2805 and request a copy of "State of Louisiana, Voting Rights for Individuals with Disabilities and Residents of Nursing Homes" or go to our website for information.
- Copies of this handbook will also be available at your parish clerk of court's office and your parish registrar of voters' office or online.

### ASSISTANCE TO RESIDENTS IN NURSING HOMES

- There are special provisions for residents in nursing homes. If you are a resident of a nursing home and would like additional information on voter registration and voter education, contact the Secretary of State's Office at 1-800-883-2805 and request a copy of "State of Louisiana, Voting Rights for Individuals with Disabilities and Residents in Nursing Homes" or go to our website for information.
- Copies of this handbook will also be available at your parish clerk of court's office and your parish registrar of voters' office or online.

## COMPLAINTS

### ELECTIONS COMPLIANCE UNIT

- The Secretary of State's Office has an Elections Compliance Unit (ECU) that is responsible for investigating complaints of election irregularities, including voter fraud and abuse, vote buying, or threats to disrupt or inhibit the elections process.
- The Elections Compliance Unit's toll-free hotline number is 1-800-722-5305. Call to report suspected violations.
- The Governor's Stamp Out Fraud hotline number is 1-866-372-8305.

### COMPLAINTS

- You can make general complaints on Election Day by calling your parish clerk of court's office, your parish registrar of voters' office, or the Secretary of State's Elections Division (1-800-883-2805).
- Send written complaints to the Secretary of State's Office: P.O. Box 94125, Baton Rouge, LA 70804-9125.
- For federal elections, the complaint must be submitted in writing, sworn under oath, notarized, and must be filed with the Secretary of State's Office within 90 days after final certification of the federal election.

## ELECTION POLL WORKERS

### ELECTION POLL WORKERS

- Louisiana desperately needs the assistance of its qualified registered voters to serve as election poll workers on Election Day.
- Commissioners-in-charge are responsible for administering the oath to the commissioners, presiding over the election and counting and tabulating votes, accepting the sealed key envelope, and bringing the election results to the clerk of court's office on election night.
- Commissioners are responsible for conducting primary and general elections at each polling place, enforcing election laws, maintaining order at the polling place during the election, and counting and tabulating votes.
- The qualifications for a commissioner-in-charge are:
  - be a qualified voter in the parish in which you are to serve;
  - be a qualified voter who is not entitled to assistance in voting;
  - not be convicted of an election offense;
  - must have successfully completed a general course of instruction for commissioners-in-charge and provided your correct party affiliation to your clerk of court; and
  - served as a commissioner in at least two elections during the last four years.
- The qualifications for commissioners are:
  - be a qualified voter in the parish in which you are to serve;
  - be a qualified voter who is not entitled to assistance in voting;
  - not be convicted of an election offense; and
  - attended a course of instruction for commissioners and provided your correct party affiliation to your clerk of court.
- To be an election poll worker, you must be a registered voter in the parish where you are going to serve. The exception to this rule is if you are otherwise qualified to serve as a commissioner and you are a 17-year-old enrolled in the 12<sup>th</sup> grade or you are a 17-year-old who is participating at the 12<sup>th</sup> grade level in a home study program. However, you will only be authorized to serve as a commissioner.
- If a commissioner-in-charge or commissioner is running for office or an immediate family member is running for office for a specific election, you may not serve in any precinct where your name or the name of any immediate family member is on the ballot.

- You must call your parish clerk of court's office to apply to work as an election poll worker.
- You must attend the required course of instruction school(s) given by your parish clerk of court's office and pass a test that is given at the end of the school to become a certified commissioner.
- At the beginning of each new term for the parish clerk of court, commissioners and commissioners-in-charge must be recertified.
- The parish board of election supervisors is responsible for drawing/selecting commissioners for all elections.
- Commissioners-in-charge are selected for a period of one calendar year by the parish board of election supervisors.
- Election poll workers are paid for each election based upon the training they complete: \$35 for an uncertified commissioner; \$100 for a certified commissioner with only one course of instruction; \$200 for a certified commissioner who attended all the required courses of instruction; \$250 for a commissioner-in-charge with one precinct; and \$300 for a commissioner-in-charge with more than one precinct.
- Checks for serving on Election Day are prepared by the Secretary of State's Office following an election. The Secretary of State's Office has 30 days from the date of receipt of payroll information from the parish clerk of court's office to process the payment for services rendered for an election.

## CONTACTS

For the current name and address for the clerk of court and the registrar of voters in each parish, please use the following link and click on registrar of voters: [www.sos.louisiana.gov/tabid/457/Default.aspx](http://www.sos.louisiana.gov/tabid/457/Default.aspx) .



## CLERK OF COURT'S OFFICE

### **ACADIA**

(337) 788-8881

### **ALLEN**

(337) 639-4351

### **ASCENSION**

(225) 621-8400 Ext. 7

### **ASSUMPTION**

(985) 369-6653

### **AVOUELLES**

(318) 253-7523

### **BEAUREGARD**

(337) 463-8595

### **BIENVILLE**

(318) 263-2123

### **BOSSIER**

(318) 965-2336

### **CADDO**

(318) 226-6788

### **CALCASIEU**

(337) 437-3558 Ext. 123

### **CALDWELL**

(318) 649-2272

### **CAMERON**

(337) 775-5316

### **CATAHOULA**

(318) 744-5497

### **CLAIBORNE**

(318) 927-9601

### **CONCORDIA**

(318) 336-4204

### **DESOTO**

(318) 872-3110

### **EAST BATON ROUGE**

(225) 295-4765

### **EAST CARROLL**

(318) 559-2399

### **EAST FELICIANA**

(225) 683-5145

### **EVANGELINE**

(337) 363-5671

### **FRANKLIN**

(318) 435-5133

### **GRANT**

(318) 627-3246

### **IBERIA**

(337) 365-7282

### **IBERVILLE**

(225) 687-5160

### **JACKSON**

(318) 259-2424

### **JEFFERSON**

(504) 736-6394

### **JEFFERSON DAVIS**

(337) 824-1160

### **LAFAYETTE**

(337) 291-6368

### **LAFOURCHE**

(985) 447-4841

### **LASALLE**

(318) 992-2158 Ext. 21

### **LINCOLN**

(318) 251-5130

### **LIVINGSTON**

(225) 686-2216 Ext. 5009

### **MADISON**

(318) 574-0655

### **MOREHOUSE**

(318) 281-3343

### **NATCHITOCHES**

(318) 352-8152

### **ORLEANS**

(504) 658-9000

### **OUACHITA**

(318) 327-1444

### **PLAQUEMINES**

(504) 297-5180

### **POINTE COUPEE**

(225) 638-9596

### **RAPIDES**

(318) 473-8153

### **RED RIVER**

(318) 932-6741

### **RICHLAND**

(318) 728-4171

### **SABINE**

(318) 256-6223

### **ST. BERNARD**

(504) 271-3434

### **ST. CHARLES**

(985) 783-6632

### **ST. HELENA**

(225) 222-4521

### **ST. JAMES**

(225) 562-2270

### **ST. JOHN THE**

**BAPTIST**

(985) 497-3331

### **ST. LANDRY**

(337) 942-5606 Ext. 103

### **ST. MARTIN**

(337) 394-2210 Ext. 5

### **ST. MARY**

(337) 828-4100 Ext. 200

### **ST. TAMMANY**

(985) 809-8723

### **TANGIPAHOA**

(985) 748-4146

### **TENSAS**

(318) 766-3921

### **TERREBONNE**

(985) 868-7113

### **UNION**

(318) 368-3055

### **VERMILION**

(337) 898-1992 Ext. 243

### **VERNON**

(337) 238-1384

### **WASHINGTON**

(985) 839-4663

### **WEBSTER**

(318) 371-0366

### **WEST BATON ROUGE**

(225) 383-0378

### **WEST CARROLL**

(318) 428-3281

### **WEST FELICIANA**

(225) 635-3794

### **WINN**

(318) 628-3515

## REGISTRAR OF VOTERS' OFFICE

### **ACADIA**

(337) 788-8841

### **ALLEN**

(337) 639-4966

### **ASCENSION**

(225) 621-5780

### **ASSUMPTION**

(985) 369-7347

### **AVOYELLES**

(318) 253-7129

### **BEAUREGARD**

(318) 463-7955

### **BIENVILLE**

(318) 263-7407

### **BOSSIER**

(318) 965-2301

### **CADDO**

(318) 226-6891

### **CALCASIEU**

(337) 437-3572

### **CALDWELL**

(318) 649-7364

### **CAMERON**

(337) 775-5493

### **CATAHOULA**

(318) 744-5745

### **CLAIBORNE**

(318) 927-3332

### **CONCORDIA**

(318) 336-7770

### **DESOTO**

(318) 872-1149

### **EAST BATON ROUGE**

(225) 389-3940

### **EAST CARROLL**

(318) 559-2015

### **EAST FELICIANA**

(225) 683-3105

### **EVANGELINE**

(337) 363-5538

### **FRANKLIN**

(318) 435-4489

### **GRANT**

(318) 627-9938

### **IBERIA**

(337) 369-4407

### **IBERVILLE**

(225) 687-5201

### **JACKSON**

(318) 259-2486

### **JEFFERSON**

(504) 736-6191

### **JEFFERSON DAVIS**

(337) 824-0834

### **LAFAYETTE**

(337) 291-7140

### **LAFOURCHE**

(985) 447-3256

### **LASALLE**

(318) 992-2254

### **LINCOLN**

(318) 251-5110

### **LIVINGSTON**

(225) 686-3054

### **MADISON**

(318) 574-2193

### **MOREHOUSE**

(318) 281-1434

### **NATCHITOCHES**

(318) 357-2211

### **ORLEANS**

(504) 658-8300

### **OUACHITA**

(318) 327-1436

### **PLAQUEMINES**

(985) 564-6957

### **POINTE COUPEE**

(225) 638-5537

### **RAPIDES**

(318) 473-6770

### **RED RIVER**

(318) 932-5027

### **RICHLAND**

(318) 728-3582

### **SABINE**

(318) 256-3697

### **ST. BERNARD**

(504) 278-4231

### **ST. CHARLES**

(985) 783-2731

### **ST. HELENA**

(225) 222-4440

### **ST. JAMES**

(225) 562-2330

### **ST. JOHN THE**

### **BAPTIST**

(985) 652-9797

### **ST. LANDRY**

(337) 948-0572

### **ST. MARTIN**

(337) 394-2204

### **ST. MARY**

(337) 828-4100 Ext. 360

### **ST. TAMMANY**

(985) 809-5500

### **TANGIPAHOA**

(985) 748-3215

### **TENSAS**

(318) 766-3931

### **TERREBONNE**

(985) 873-6533

### **UNION**

(318) 368-8660

### **VERMILION**

(337) 898-4324

### **VERNON**

(337) 239-3690

### **WASHINGTON**

(985) 839-7850

### **WEBSTER**

(318) 377-9272

### **WEST BATON ROUGE**

(225) 336-2421

### **WEST CARROLL**

(318) 428-2381

### **WEST FELICIANA**

(225) 635-6161

### **WINN**

(318) 628-6133